

PUBLIC UTILITIES COMMISSION

505 VAN NESS AVENUE
SAN FRANCISCO, CA 94102-3298



December 12, 2003

TO: ALL TELECOMMUNICATIONS CARRIERS

SUBJECT: Advice Letter Filing on CD-ROM Starts January 5, 2004

Resolution T-16807, December 5, 2003, authorizes the Telecommunications Division (TD) to implement Advice Letter filing by CD-ROM by January 5, 2004. A copy of Resolution T-16807 can be found at

http://www.cpuc.ca.gov/PUBLISHED/FINAL_RESOLUTION/32214.htm

Starting Monday, January 5, 2004, TD will only accept for filing Advice Letters that are submitted on CD-ROM. The advice letter, PAL summary sheet, all tariff sheets, contracts, and supporting workpapers must be on the CD-ROM. The CD-ROM format and file naming conventions in the attached specification must be followed, or the filing will be returned for correction before it is accepted for filing.

In addition, at the time you submit the CD-ROM for filing, provide one paper copy of the PAL summary sheet and Advice Letter only (do not submit paper copies of tariff sheets, contracts, etc.); Incumbent LECs must provide one paper copy of each file on the CD-ROM; all other carriers must provide one paper copy of any interconnection agreement requiring Commission approval by Resolution (per ALJ-181). One paper copy of original exchange boundary maps larger than 8" by 11 1/2" must be provided. All workpaper spreadsheets must be in Microsoft Excel, formulas active and unhidden and passwords supplied for any protected worksheet.

You may label your CD-ROM in any fashion you wish (indelible marker, printed label, etc.), but the label must include your company ID number and the number of your advice letter filing. The date stamp entered by TD staff on your PAL summary sheet will determine the filed date for your filing.

You, the filer, will receive only an Advice Letter status certificate by e-mail notifying you of the acceptance and effectiveness of your filing. Please correct your advice letter and tariff sheet records as necessary to reflect the filed and effective dates indicated in the certificate you will receive.

Note that you must provide an e-mail address in your PAL summary sheet to receive an Advice Letter status certificate or other inquiries concerning the filing. Filings with no or incorrect e-mail addresses will be rejected. A blank PAL summary sheet is attached, and can be downloaded from

<http://www.cpuc.ca.gov/static/industry/telco/information+for+providing+service/alsummaryform.htm>

If you have any questions concerning this notice, please call Mr. Richard Fish at (415) 703 1923.

Sincerely,

/s/ Michael D. McNamara
Michael D. McNamara, Chief
Carrier Branch
Telecommunications Division

Attachments (3)

Notice Summary Sheet
Advice Letter CDs – Format and Rules for Telecommunications Utilities
PAL summary sheet

**Carrier Branch
Telecommunications Division
California Public Utilities Commission**

**Notice: All Telecommunications Carriers
Mandatory CD-ROM Advice Letter Filing Starts
January 5, 2004**

For any Advice Letter Filing on or after January 5, 2004, please submit

One paper copy of completed PAL form

One paper copy of Advice Letter (no tariff sheets/contracts/workpapers)*

One CD-ROM with

Content.txt file

PAL sheet

Advice Letter

Relevant Tariff Sheets

Relevant Contracts

Relevant workpapers

PAL summary sheet can be found at

<http://www.cpuc.ca.gov/static/industry/telco/information+for+providing+service/alsummaryform.htm>

CD-ROM contents format and file naming requirements can be found at

<http://www.cpuc.ca.gov/PUBLISHED/REPORT/31585.htm>

Please submit your filing to

TD PAL Coordinator
Telecommunications Division
California Public Utilities Commission
505 Van Ness Avenue
San Francisco, CA 94102

For inquiries, call 415 703 1565, or e-mail: TD_PAL_COORDINATOR@cpuc.ca.gov

*N.B. Incumbent LECs supply one paper copy of each file on CD-ROM; all carriers supply one paper copy of interconnection agreements requiring Commission approval by Resolution (per ALJ-181); one paper copy of any exchange boundary map larger than 8" by 11 ½"; spreadsheet workpapers must be in Microsoft Excel, formulas unhidden, and protection passwords supplied.

These are the rules for Advice Letter CDs. They were written to ensure that all Advice Letter CDs, independent of the submitting utility, are processed by the CPUC in an efficient and uniform manner.

Of important note are modified rules for the content file. This file is required on each CD. It allows CPUC staff to easily link the documents on the CD to our Advice Letter document management system by way of an automated process. Because of this, the content file must conform to additional rules.

Please read these rules carefully. At the end of this document is a sample content file that you may follow for your Advice Letter CDs.

1. CD Format and File Naming Rules

- 1A Advice Letters may be submitted on CD-R or CD-RW
- 1B The CD must be Windows PC compatible.
- 1C All files that appear on the CD must appear at the root level of the CD (not in a folder).
- 1D All files must have a 3-digit extension. Extensions are not case sensitive. Extensions must be one of the following:
 - doc Word document
 - txt text file
 - xls Excel spreadsheet
 - csv comma separated values file (comma delimited file)
 - pdf Adobe acrobat file
 - jpg JPEG image
- 1E All file names are limited to 12 characters before the file extension. Only letters, digits, and the underscore (_) are allowed before the file extension. Spaces are not allowed in file names.

2. The Content File

- 2A Every CD must have exactly one content file on it.
- 2B The purpose of the content file is to easily indicate to CPUC staff which files have been submitted on the CD.

It is also used to link the documents (files) on the CD to the in-house Advice Letter document management system. Because of this, the file must conform to certain formatting requirements.
- 2C The content file should be named: **content.txt**

2D This file must be a text file (i.e., readable using Microsoft Notepad). This is necessary so that information can be easily extracted from this file without manual intervention.

2E The content file contains two types of lines:

File Entries - Every file that appears on the CD must have a file entry in the content file. These lines will be used to automatically link the files to our Advice Letter document management system.

Comments – these are all of the other lines that are not file entries. They are not used to link files to our Advice Letter document management system, but may still contain useful information.

2F File entries have the following format:

FILE_NAME *DESCRIPTION*

Where:

FILE_NAME is the actual name of the file on the CD

DESCRIPTION is a description of the file

FILE_NAME and *DESCRIPTION* are both required.

2G *FILE_NAME* must conform to rules 1D and 1E (page 1).

2H There must be at least one space between *FILE_NAME* and *DESCRIPTION*.

DESCRIPTION may not be continued onto another line.

2I **Important!** If a line contains a valid file name (see rule 1D and 1E) and the file name is immediately followed by a space then the line will be treated as a file entry.

All other lines are treated as comments.

2J **Examples of File Entries in Content Files**

Example 1

AL123.doc Proposed Tariff

The file entry is valid.

The file name is: AL123.doc

The description is: Proposed Tariff

The file name is valid because

- the file name has a valid extension (see rule 1D)
- the file name is 5 characters and is composed of only letters and numbers (see rule 1E)

Example 2

"AL123.doc" Proposed Tariff

Although this appears to be a valid file entry, it is treated as a comment. Rule 2I requires the file name to be followed by a space. In this case, it is followed by a double-quote.

Example 3

File 1 AL123.doc Proposed Tariff

Although this appears to be a valid file entry, it is invalid because it contains extra characters (e.g., 'File 1 ') before the file name (see rule 2F). No characters (other than spaces) may appear before the file name.

Example 4

A20174.pdf A9_17.pdf SCHEDULE A-3

The line is valid although it shouldn't be.
The file name is: A20174.pdf
The description is: A9_17.pdf SCHEDULE A-3

Do not put two file names on the same line. The second one will be treated as part of the description.

Below is an example of a valid content file.

Date: 04/21/2003
Advice Letter # A3467

List of files on this CD - contracts

content.txt	List of files on this CD
23687.pdf	Advice Letter and contract (redacted)
GO66C_23687.pdf	Contract (unredacted)
GO66C_23687.xls	Work Papers (cost work/financials)

CALIFORNIA PUBLIC UTILITIES COMMISSION

TELECOMMUNICATIONS UTILITY PROPOSAL AND ADVICE LETTER FILING SUMMARY

MUST BE COMPLETED BY UTILITY

Company name: _____

Utility type: (check one)

☐ LEC ☐ IEC ☐ IER

☐ CLC ☐ CLR ☐ CMRS

CPUC Utility #: U - _____

Contact name: _____ E-mail: _____

Phone #: () _____ Fax # () _____

(Note: E-mail address and Fax # Required)

● EXPLANATION OF UTILITY TYPE

LEC = Local Exchange Carrier

IEC = Interexchange Carrier

IER = Interexchange Carrier Reseller only

CLC = Competitive Local Carrier

CLR = Competitive Local Carrier Reseller only

CMRS = Commercial Mobile Radio Service

(Date Filed/ Received Stamp by CPUC)

Filing #: _____

Check one: ☐ Advice Letter ☐ Proposal

Keyword (see list on reverse, or www.cpuc.ca.gov): _____

If Proposal was previously submitted, indicate its filing #: _____

Authorization for filing (e.g., decision #, resolution #, legislation #): _____

Requested effective date: _____ | Number of tariff sheets: _____

Estimate *annual* revenue effect: \$ _____ (Applicable only if carrier is a GRC-LEC)

Tariff schedules affected: _____

Subject of filing: _____

FOR CPUC OFFICE USE ONLY

☐ W ☐ NW

Assigned Supv / Analyst: _____ / _____

AL Due Date: _____

☐ No Resolution Required
(Analysis attached)

Due to Supv: _____

☐ Resolution Required
(Draft attached)

Analyst Completion Date: _____

_____ To Supervisor
_____ To Branch Chief
_____ To Director

Supv. Review Date: _____

AL/Tariff Effective Date: _____

☐ Executive Action Resolution

Notes: _____

Resolution #: T-_____ CPUC Proposal #: _____

CALIFORNIA PUBLIC UTILITIES COMMISSION

KEYWORD LIST FOR TELECOMMUNICATIONS UTILITY PROPOSAL AND ADVICE LETTER FILINGS

(Revised October 4, 2002)

Keyword	Description
Service Changes	Any change(s) to <i>currently tariffed</i> rates, charges, and/or terms and/or conditions of service.
Special/Provisional Offerings	Promotions, temporary service offers, service withdrawals, service grandfatherings, and any other <i>more restrictive</i> service offers.
Decision Compliance	Any filing made in compliance with a Commission order.
Contracts	Any contract or agreement <i>other than</i> a negotiated interconnection agreement.
Interconnection Agreement	Any negotiated interconnection agreement per Section 252 of the Telecommunications Act.
Price Floors	NRF ILEC request(s) <i>to establish</i> or <i>to change</i> price floors for Category II service(s).
New Service	Any new service.
GRC	Any General Rate Case filing.
NRF Filing	The annual <i>Price Cap</i> and <i>Earnings</i> filings.
USOA Changes	Any filing related to the <i>Uniform System of Accounts</i> .
Carrier Information Changes	Name, DBA, contact information, mergers, transfers of control, and other licensing actions not requiring a formal application.
Fund Surcharges	PU Code 431 and all Public Program Surcharge changes.
Public Program Operations	All Public Program activities <i>other than</i> surcharges.
Other	Default category for no other keyword.